

## **General Care and Maintenance Tips For Handling Laptops**

1. \*\*\* Never allow students to unlock the cart. This is a teacher responsibility.
2. Assign specific laptops to the students.
3. Do not remove chargers from the cart.
4. Always carry a laptop with two hands.
5. Do not stack laptops.
6. Always turn off your laptop before placing in the cart – make sure to wait for the machine to finish the entire process before shutting the lid.
7. Always allow automatic updates to finish before shutting down the computer.
8. Battery life: batteries have a maximum number of recharging cycles – you do not need to run the battery all the way down before plugging it in to recharge (but you should not always leave it plugged in, either).
9. Always allow the Virus protection software to update if you get a dialog box asking you to do so.
10. Do not drop or set anything on top of the laptop. A fall from even a few inches or dropping something on top of the laptop can cause damage to the computer.
11. Extreme temperatures will damage your laptop computer. Never leave your computer in a car since the interior of a car can be extremely hot or cold. Your computer may need to come to room temperature before it will function normally.
12. Clean your computer/display with a soft cloth with that has been dampened with water. Do not use any chemical cleaners (i.e. glass cleaner or ammonia) or aerosol cleaners which may contain flammable substances as they might damage computer components
13. Handle the display carefully - do not scratch, twist, hit, push or use sharp objects near the display. The display is the most expensive laptop component. This type of damage is considered non-warranty damage.
14. Do not use your computer in a wet environment. Keep the laptop dry by avoiding spills. Do not place beverages near your laptop.
15. Don't eat around the laptop. Even if you don't get crumbs on your keyboard, you'll have sticky fingers and they'll spread to your keyboard, monitor, printouts, etc.
16. Never turn on a wet computer. If your computer gets wet, take it to the Help Desk for service.
17. Do not attempt to disassemble the laptop or access its internal components.
18. Be sure that nothing rests on your adapter's power cable and that the cable is not located where it can be tripped over or stepped on causing the laptop to be pulled to the floor.
19. Do not push objects into air vents or openings of the computer.
20. Avoid static electricity - it can ruin your system.

